

How to  
ace  
your  
appraisal



# If you have a tough boss !



- Understand expectations by revisiting your job description or past feedback
- Document achievements, completed projects and positive outcomes
- Make your contributions more tangible with data and metrics



- Address concern areas proactively; focus on solutions rather than on problems
- Be professional and positive, instead of defensive or confrontational
- Set clear, achievable goals for the upcoming appraisal period

# If you have no defined metrics

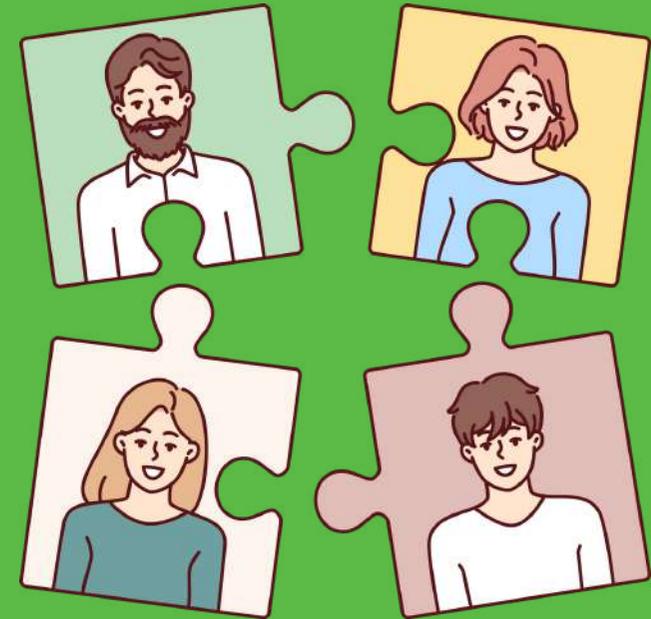


- Discuss professional development activities you've undertaken to enhance your skills and knowledge
- Make connections between your achievements and the broader goals of your organization
- Share testimonials or feedback that support your achievements

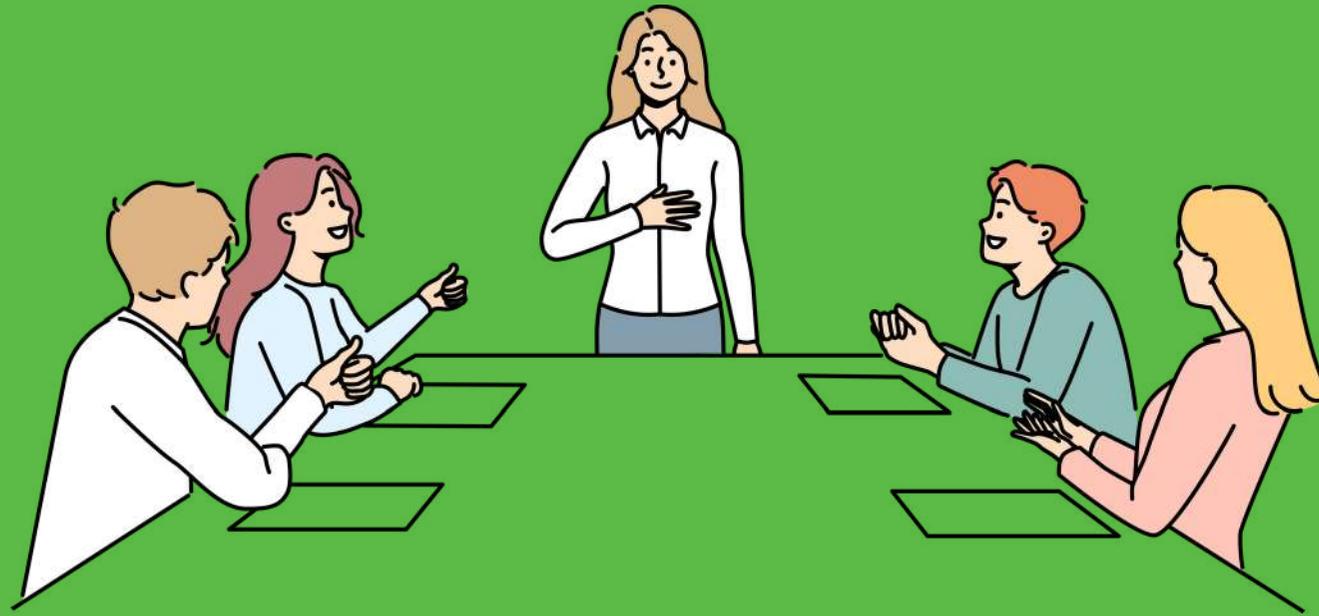


- Discuss skills and competencies you've demonstrated in your role, such as problem-solving and leadership
- Focus on impact, for e.g.; improved processes, enhanced teamwork, or increased customer satisfaction
- Provide specific examples of projects you've worked on, challenges you've overcome, or initiatives you've led

# If your role doesn't involve external customers



- Highlight instances of problem-solving skills or innovative thinking
- Mention internal recognition or awards
- Discuss quality standards or benchmarks you've met or exceeded



- Highlight internal stakeholder impact: Process improvements or cross-functional projects
- Share instances where you've taken initiative or shown leadership capabilities
- Discuss professional development activities you've engaged in

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